

**Notice to Counsel:** Under F.R.C.P. Rule 4(d)(4),(5) and 45 C.F.R. Part 4 services on the government of the summons and complaint must be made as follows:(1) By certified or registered mail to the Attorney General of the United States at Washington, DC, and (2) By delivery to the United States Attorney for this district and (3) By mail to the General Counsel, 300 Spring Garden Street, 6<sup>th</sup> Floor, Philadelphia, PA, 19123.

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

\_\_\_\_\_  
Plaintiff

v.

CIVIL ACTION NO. \_\_\_\_\_

\_\_\_\_\_  
Social Security Administration Defendant

**COMPLAINT**

1. The plaintiff, who is a resident of \_\_\_\_\_, \_\_\_\_\_,  
(City) (State)  
seeks judicial review pursuant to 42 U.S.C. § 405(g) of an adverse decision of the defendant which has become final  
and bears the following caption:

**In the case of**

**Claim for**

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Wage Earner

2. Plaintiff has exhausted administrative remedies.

WHEREFORE, plaintiff seeks a judgment for such relief as may be proper including costs and attorney's fees.

\_\_\_\_\_  
*Attorney for Plaintiff (Signature)*

\_\_\_\_\_  
*Attorney Name (Typed)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Date*

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

\_\_\_\_\_  
Plaintiff

v.

CIVIL ACTION NO. \_\_\_\_\_

\_\_\_\_\_  
Social Security Administration Defendant

In accordance with Local Civil Rule 5.1.3 (reproduced below) personal identifiers, such as the social security number should not be included in the complaint. Therefore, please complete the information below for processing of this civil action. This form will be maintained in the case file but will not be entered on the Electronic Case Filing database.

**In the case of**

**Claim for**

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Wage Earner

\_\_\_\_\_  
Social Security Account No.

\_\_\_\_\_  
Social Security Number

**Rule 5.1.3. *Modification or Redaction of Personal Identifiers* --** As documents in civil cases may be made available for personal inspection in the office of the clerk of court at the United States Courthouse, or, if filed electronically, may be made available on the court's Electronic Case Filing system, such personal identifiers as Social Security numbers, dates of birth, financial account numbers and names of minor children should be modified or partially redacted in all documents filed either in traditional paper form or electronically.

Local Civil Rule 5.1.3 is prompted by the inclusion of a similar provision in the court's *Local Civil Rule 5.1.2, Electronic Case Filing*, at Section 12(b), *Public Access*, cautioning litigants that "documents should be made available electronically to the same extent that they are available for personal inspection in the office of the clerk of court at the U.S. Courthouse." Thus, having this provision apply to all cases, whether filed traditionally or electronically, will avoid the need for litigants to file documents under two separate standards of privacy protection.

IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

\_\_\_\_\_. V. \_\_\_\_\_ C.A. NO. \_\_\_\_\_  
Plaintiff Secretary of Health & Human Services Defendant

**MOTION**

Plaintiff moves the court for leave to proceed in *forma pauperis* and in support thereof submits the following affidavit:

**AFFIDAVIT**

I, \_\_\_\_\_, the plaintiff in the above action, believe that I am entitled to judicial review of the action of the Secretary and that I am entitled to redress. I further swear that my responses to the questions and instructions below are true.

Assets	{	<b>EMPLOY- MENT</b>	Are you now employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Am Self Employed									
		Name and address of employer : _____										
		If YES, how much do you                      If NO, give month and year of last employment earn per month? \$ _____                      How much did you earn per month? _____										
		If married is your Spouse employed? <input type="checkbox"/> Yes <input type="checkbox"/> No                      If a minor under age 21, what is your Spouse earn per month? _____                      Parents or Guardians's approximate monthly income\$ _____										
		<b>OTHER INCOME</b>	Have you received within the past 12 months any income from a business, profession or other form of self-employment, or in the form of rent payments, interest, dividends, retirement or annuity payments, or other sources? <input type="checkbox"/> Yes <input type="checkbox"/> No									
		Received                      Sources										
		IF YES, GIVE THE AMOUNT   _____   _____ RECEIVED & IDENTIFIED   _____   _____ THE SOURCE   _____   _____										
		<b>CASH</b>	Have you any cash on hand or money in savings or checking account <input type="checkbox"/> Yes <input type="checkbox"/> No									
		IF YES, state total amount \$ _____										
		<b>PROP- ERTY</b>	Do you own any real estate, stocks, bonds, notes, automobiles, or other valuable property (excluding ordinary household furnishing and clothing)? <input type="checkbox"/> Yes <input type="checkbox"/> No									
		IF YES, GIVE VALUE AND \$ <table style="display: inline-table; border: none;"><tr><td style="text-align: center;">VALUE</td><td style="border-bottom: 1px solid black; width: 100px;"></td></tr><tr><td style="text-align: center;">DESCRIPTION</td><td style="border-bottom: 1px solid black; width: 400px;"></td></tr><tr><td style="text-align: center;">DESCRIBE IT</td><td style="border-bottom: 1px solid black; width: 400px;"></td></tr><tr><td style="text-align: center;"></td><td style="border-bottom: 1px solid black; width: 400px;"></td></tr></table>			VALUE		DESCRIPTION		DESCRIBE IT			
VALUE												
DESCRIPTION												
DESCRIBE IT												
OBLIGATIONS & DEBTS	DEPENDENTS	<b>MARITAL STATUS</b>	<b>Total No. of Dependents</b>	<b>Last person you actually supported and your relationship to them</b> _____ _____ _____ _____ _____ _____								
		____ SINGLE	_____									
		____ MARRIED										
____ WIDOWED												
		SEPARATED OR										
		____ DIVORCED										
		<b>Debts &amp; Monthly Bill</b> (List All Creditors Including Bank Loans, Companies, Charge Accounts, Etc.)		Apartment or Home _____	Creditor _____	Total Debt _____	Monthly Payments _____					
				_____	_____	_____	_____					
				_____	_____	_____	_____					
				_____	_____	_____	_____					

I understand that a false statement or answer to any questions in this affidavit will subject me to penalties for perjury

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ORDER**

Let the applicant proceed without prepayment of costs or fees or the giving of security therefor.

DATED: \_\_\_\_\_

**J.**

# UNITED STATES DISTRICT COURT

**FOR THE EASTERN DISTRICT OF PENNSYLVANIA — DESIGNATION FORM to be used by counsel to indicate the category of the case for the purpose of assignment to appropriate calendar.**

Address of Plaintiff: \_\_\_\_\_

Address of Defendant: \_\_\_\_\_

Place of Accident, Incident or Transaction: \_\_\_\_\_  
(Use Reverse Side For Additional Space)

Does this civil action involve a nongovernmental corporate party with any parent corporation and any publicly held corporation owning 10% or more of its stock?  
(Attach two copies of the Disclosure Statement Form in accordance with Fed.R.Civ.P. 7.1(a)) Yes ☐ No ☐

Does this case involve multidistrict litigation possibilities? Yes ☐ No ☐

**RELATED CASE, IF ANY:**

Case Number: \_\_\_\_\_ Judge \_\_\_\_\_ Date Terminated: \_\_\_\_\_

Civil cases are deemed related when yes is answered to any of the following questions:

1. Is this case related to property included in an earlier numbered suit pending or within one year previously terminated action in this court?  
Yes ☐ No ☐
2. Does this case involve the same issue of fact or grow out of the same transaction as a prior suit pending or within one year previously terminated action in this court?  
Yes ☐ No ☐
3. Does this case involve the validity or infringement of a patent already in suit or any earlier numbered case pending or within one year previously terminated action in this court?  
Yes ☐ No ☐
4. Is this case a second or successive habeas corpus, social security appeal, or pro se civil rights case filed by the same individual?  
Yes ☐ No ☐

**CIVIL:** (Place ☒ in ONE CATEGORY ONLY)

**A. Federal Question Cases:**

1. ☐ Indemnity Contract, Marine Contract, and All Other Contracts
2. ☐ FELA
3. ☐ Jones Act-Personal Injury
4. ☐ Antitrust
5. ☐ Patent
6. ☐ Labor-Management Relations
7. ☐ Civil Rights
8. ☐ Habeas Corpus
9. ☐ Securities Act(s) Cases
10. ☐ Social Security Review Cases
11. ☐ All other Federal Question Cases  
(Please specify)

**B. Diversity Jurisdiction Cases:**

1. ☐ Insurance Contract and Other Contracts
2. ☐ Airplane Personal Injury
3. ☐ Assault, Defamation
4. ☐ Marine Personal Injury
5. ☐ Motor Vehicle Personal Injury
6. ☐ Other Personal Injury (Please specify)
7. ☐ Products Liability
8. ☐ Products Liability — Asbestos
9. ☐ All other Diversity Cases  
(Please specify)

## ARBITRATION CERTIFICATION

(Check Appropriate Category)

I, \_\_\_\_\_, counsel of record do hereby certify:

- ☐ Pursuant to Local Civil Rule 53.2, Section 3(c)(2), that to the best of my knowledge and belief, the damages recoverable in this civil action case exceed the sum of \$150,000.00 exclusive of interest and costs;
- ☐ Relief other than monetary damages is sought.

**DATE:** \_\_\_\_\_  
Attorney-at-Law Attorney I.D.#

**NOTE:** A trial de novo will be a trial by jury only if there has been compliance with F.R.C.P. 38.

**I certify that, to my knowledge, the within case is not related to any case now pending or within one year previously terminated action in this court except as noted above.**

**DATE:** \_\_\_\_\_  
Attorney-at-Law Attorney I.D.#

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

**CASE MANAGEMENT TRACK DESIGNATION FORM**

	:	CIVIL ACTION
	:	
v.	:	
	:	
	:	
	:	NO.

In accordance with the Civil Justice Expense and Delay Reduction Plan of this court, counsel for plaintiff shall complete a Case Management Track Designation Form in all civil cases at the time of filing the complaint and serve a copy on all defendants. (See § 1:03 of the plan set forth on the reverse side of this form.) In the event that a defendant does not agree with the plaintiff regarding said designation, that defendant shall, with its first appearance, submit to the clerk of court and serve on the plaintiff and all other parties, a Case Management Track Designation Form specifying the track to which that defendant believes the case should be assigned.

**SELECT ONE OF THE FOLLOWING CASE MANAGEMENT TRACKS:**

- (a) Habeas Corpus – Cases brought under 28 U.S.C. § 2241 through § 2255. ( )
- (b) Social Security – Cases requesting review of a decision of the Secretary of Health and Human Services denying plaintiff Social Security Benefits. ( )
- (c) Arbitration – Cases required to be designated for arbitration under Local Civil Rule 53.2. ( )
- (d) Asbestos – Cases involving claims for personal injury or property damage from exposure to asbestos. ( )
- (e) Special Management – Cases that do not fall into tracks (a) through (d) that are commonly referred to as complex and that need special or intense management by the court. (See reverse side of this form for a detailed explanation of special management cases.) ( )
- (f) Standard Management – Cases that do not fall into any one of the other tracks. ( )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Pro Se Plaintiff

\_\_\_\_\_  
Signature of Pro Se Plaintiff

**Civil Justice Expense and Delay Reduction Plan**  
**Section 1:03 - Assignment to a Management Track**

- (a) The clerk of court will assign cases to tracks (a) through (d) based on the initial pleading.
- (b) In all cases not appropriate for assignment by the clerk of court to tracks (a) through (d), the plaintiff shall submit to the clerk of court and serve with the complaint on all defendants a case management track designation form specifying that the plaintiff believes the case requires Standard Management or Special Management. In the event that a defendant does not agree with the plaintiff regarding said designation, that defendant shall, with its first appearance, submit to the clerk of court and serve on the plaintiff and all other parties, a case management track designation form specifying the track to which that defendant believes the case should be assigned.
- (c) The court may, on its own initiative or upon the request of any party, change the track assignment of any case at any time.
- (d) Nothing in this Plan is intended to abrogate or limit a judicial officer's authority in any case pending before that judicial officer, to direct pretrial and trial proceedings that are more stringent than those of the Plan and that are designed to accomplish cost and delay reduction.
- (e) Nothing in this Plan is intended to supersede Local Civil Rules 40.1 and 72.1, or the procedure for random assignment of Habeas Corpus and Social Security cases referred to magistrate judges of the court.

**SPECIAL MANAGEMENT CASE ASSIGNMENTS**  
**(See §1.02 (e) Management Track Definitions of the**  
**Civil Justice Expense and Delay Reduction Plan)**

Special Management cases will usually include that class of cases commonly referred to as "complex litigation" as that term has been used in the Manuals for Complex Litigation. The first manual was prepared in 1969 and the Manual for Complex Litigation Second, MCL 2d was prepared in 1985. This term is intended to include cases that present unusual problems and require extraordinary treatment. See §0.1 of the first manual. Cases may require special or intense management by the court due to one or more of the following factors: (1) large number of parties; (2) large number of claims or defenses; (3) complex factual issues; (4) large volume of evidence; (5) problems locating or preserving evidence; (6) extensive discovery; (7) exceptionally long time needed to prepare for disposition; (8) decision needed within an exceptionally short time; and (9) need to decide preliminary issues before final disposition. It may include two or more related cases. Complex litigation typically includes such cases as antitrust cases; cases involving a large number of parties or an unincorporated association of large membership; cases involving requests for injunctive relief affecting the operation of large business entities; patent cases; copyright and trademark cases; common disaster cases such as those arising from aircraft crashes or marine disasters; actions brought by individual stockholders; stockholder's derivative and stockholder's representative actions; class actions or potential class actions; and other civil (and criminal) cases involving unusual multiplicity or complexity of factual issues. See §0.22 of the first Manual for Complex Litigation and Manual for Complex Litigation Second, Chapter 33.